

0080/0086 SECURITY ADMINISTRATION CAREER ROADMAP – Updated March 2011

0080/0086	Entry	Journeyman/Specialist	Expert/Leader	Senior Executive Service (SES)
Prerequisites: <ul style="list-style-type: none"> •Ability to obtain and maintain a security Clearance •Pass a Drug Test •Ability to obtain and maintain Security Certification http://www.dss.mil/seta/sped/spedwhat.html 	<ul style="list-style-type: none"> •High School graduate or equivalent 	<ul style="list-style-type: none"> •1 year applicable work experience equivalent to at least entry level/the next lower pay grade •Recommended: Associate's Degree 	<ul style="list-style-type: none"> •1 year applicable work experience equivalent to at least journeyman level/the next lower pay grade •Recommended: Bachelor's Degree 	<ul style="list-style-type: none"> •Certification by Quality Review Board •Recommended: Master's Degree
Job Titles	<ul style="list-style-type: none"> •Antiterrorism Officer Assistant •Electronic Key Material Systems(EKMS)/Communications Security Material (CMS) Custodian •Foreign Disclosure Assistant •Industrial Security Assistant •Information Security Assistant •OPSEC Assistant •Personnel Security Adjudications Assistant •Personnel Security Assistant •Physical Security Assistant •Security Education Assistant •Technology Protection Assistant 	<ul style="list-style-type: none"> •Electronic Key Material Systems (EKMS) Specialist •Foreign Disclosure •Security Specialist <ul style="list-style-type: none"> •Antiterrorism •Communications (COMSEC) •Industrial •Information •Operations (OPSEC) •Personnel and Adjudications •Physical •Security Educator •Technology Protection 	<ul style="list-style-type: none"> •Director of Security •Electronic Key Material Systems (EKMS) Manager •Foreign Disclosure Officer •Program Director •Program Manager •Security Officer <ul style="list-style-type: none"> •Anti-terrorism •Physical •Security Manager <ul style="list-style-type: none"> •Industrial •Information •Operations (OPSEC) •Personnel and Adjudications •Supervisory Division Heads 	<ul style="list-style-type: none"> •Executive •Executive Assistant •Executive Director •Special Assistant Director

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Job Titles (cont.)			•Technology Protection Manager	
Job Assignments	<ul style="list-style-type: none"> •Develop entry level skills for Foreign Disclosure, COMSEC, OPSEC, Technology Protection, Security Education, Anti-terrorism, Personnel Security, Physical Security, Information Security and/or Industrial Security •Perform required training for advancement •Assist in Foreign Disclosure, COMSEC, OPSEC, Technology Protection, Security Education, Anti-terrorism, Personnel, Physical, Information, and/or Industrial security programs •Assist in vulnerability assessments 	<ul style="list-style-type: none"> •Perform Foreign Disclosure, COMSEC, OPSEC, Technology Protection, Security Education, Anti-terrorism, Personnel, Physical, Information, and/or Industrial security programs •Perform Personnel Security adjudication •Perform vulnerability assessments •Mentor junior employees •Act as Team Leaders, Program Managers, and Supervisors •Review and provide input to policy issues regarding security matters •Be subject matter expert for security 	<ul style="list-style-type: none"> •Oversee/conduct/manage Foreign Disclosure, COMSEC, OPSEC, Technology Protection, Security Education, Anti-terrorism, Personnel, Physical, Information, and/or Industrial security programs •Oversee Personnel Security adjudication •Oversee/conduct vulnerability assessments 	<ul style="list-style-type: none"> •Lead the program •Lead the institution
Education/Training **LEADERSHIP	GENERAL <ul style="list-style-type: none"> •All DoD and DoN mandated training such as EEO, POSH 	GENERAL <ul style="list-style-type: none"> •All DoD and DoN mandated training such as EEO, POSH 	GENERAL <ul style="list-style-type: none"> •All DoD and DoN mandated training such as EEO, POSH 	<ul style="list-style-type: none"> •SES Level Executive Development Training (OPM

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Education/Training (Cont)	<ul style="list-style-type: none"> •AT Level 1 •CI •information Assurance •NAVOSH •Ethics <p>Provided at local levels</p> <p>PERSONNEL SECURITY</p> <ul style="list-style-type: none"> •DOD Security Specialist Defense Security Service Academy (DSSA) •DoD Intro to Personnel Security Management Course <p>Personnel Security Admin:</p> <ul style="list-style-type: none"> •JCAVS (Joint Clearance and Access Verification System)/Joint Personnel Access System (JPAS) <p>Training for Security Professional:</p> <ul style="list-style-type: none"> •Defense Security Service Academy (DSSA) <p>DOD Personnel Security Adjudication OR Independent Study: •Defense Security Service Academy (DSSA)</p> <p>Note: CAF specific</p> <p>INFORMATION SECURITY</p>	<ul style="list-style-type: none"> •Acquisition 101 (DAU) •COMSEC: EKMS Manager School •Orientation to Financial Management, Program Management, Human Resource Management, and Military Manpower •Labor Relations Training: DONHR NSPS <p>PERSONNEL SECURITY</p> <ul style="list-style-type: none"> •Navy Security Manager Course available via STAAT only •DOD Advanced Personnel Security Adjudication Defense Security Service Academy (DSSA) <p>Note: CAF specific RECOMMENDED FOR SELECTED NON-CAF PERSONNEL</p> <ul style="list-style-type: none"> •Personnel Security Management Course: Defense Security Service Academy (DSSA) <p>Note: for managers only</p>	<p>NOTE: the following are for managers only:</p> <ul style="list-style-type: none"> •Acquisition 201 (DAU) •COMSEC •OPSEC •Financial •Management/Program •Execution Training •Human Resource Management Training •Military Manpower •Management Training •Leadership •Management training •Project Management •Executive Training see DONHR website OR OPM •OPM Executive Competencies •Supervision Skills Training (Supervisory Skill Set): •DON HR •Navy Labor Negotiations Seminar : DONHR •Business Corporate 	<p>EQS):</p> <ul style="list-style-type: none"> •DONHR and OPM

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Education/Training (cont)	<ul style="list-style-type: none"> •DoD Security Specialist Defense Security Service Academy (DSSA) •DoD Information Security Orientation OR Basic Information •Security Independent Study Defense Security Service Academy (DSSA) •Essentials of Industrial Security Management (EISM) Independent Study: Defense Security Service Academy (DSSA) <p>PHYSICAL SECURITY</p> <ul style="list-style-type: none"> •Navy Physical Security Course CIN S-830-0001: Center for Anti-Terrorism and Naval Security Forces or •STAAT (Security Training Assistance and Assessment Teams) •Antiterrorism Level 2 Course: Center for Security Forces or STAAT (Security Training Assistance and Assessment Teams) <p>Also available via DSSA</p>	<p>INFORMATION SECURITY</p> <ul style="list-style-type: none"> •Navy Security Manager Course available via STAAT only •International Program Security Requirements Course (for Foreign Disclosure only) offered by Defense Security (DSAM) or Defense Security Academy Information Security Management, DSSA •Industrial Security Specialist, DSSA <p>Note: Industrial security specific</p> <p>RECOMMENDED: basic COR course</p> <p>PHYSICAL SECURITY</p> <ul style="list-style-type: none"> •Level 3 AT Security Supervisors Course (for Security Officers): Center for Security Forces •Dynamics of International Terrorism Course: US Air Force •SPAR (Senior Performance Assessment Representative 	<p>Management Course, Monterey, UVA</p> <p>PERSONNEL SECURITY</p> <ul style="list-style-type: none"> •Risk Management for DOD Security Programs : Defense Security Service Academy (DSSA) <p>INFORMATION SECURITY</p> <ul style="list-style-type: none"> •Risk Management for DOD Security Programs : Defense Security Service Academy (DSSA) •Technology Protection <p>Note: Foreign Disclosure specific</p> <p>PHYSICAL SECURITY</p> <ul style="list-style-type: none"> •Level 3/4 AT 	

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Education/Training (cont)	<p>Academy (GS109.16)</p> <ul style="list-style-type: none"> •NCIS FLETC 0080 Course •Communications Security Training offered by National Security Agency (NSA) 	<p>/PAR Performance Assessment Representative NAVFAC/CNIC</p> <ul style="list-style-type: none"> •Emergency Management/Disaster Preparedness (ICS/NIMS – online thru FEMA – Course Numbers TBA) •EOC Watch-standing, Shore Forces Training Center (CNIC enterprise) •Critical Infrastructure Protection (CIP) (multiple): Defense Threat Reduction Agency (DTRA), NKO & FLETC •FLETC First Line Supervisor’s Course (NCIS only) <p>OPSEC</p> <ul style="list-style-type: none"> •OPSEC Program Manager Course : Interagency Operations Security Support Staff (IOSS) (for OPSEC) <p>Technology Protection:</p> <ul style="list-style-type: none"> • CPI (Critical Program Information) Identification training 		

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EXPERIENCE	<ul style="list-style-type: none"> • Possess verbal, writing and communications skills • Performs task-level work. • Works under supervision to perform task level job assignments • Also functions as a team member • Assists security specialists and/or performs highly structured assignments. • Assists security specialists in conducting on site inspections or assistance visits. • With guidance from security specialist, reviews requests for information security guidance or assistance, identifying the nature of issues involved, and researching guidelines to identify the general policies and procedures that apply to their solution 	<ul style="list-style-type: none"> • Clearly communicates with customers and stakeholders at all levels orally and in writing. • Competent in applicable security regulations, governing each security discipline • Independently performs functions or project level work at full performance level • Function as team leaders • Minimal supervision required • Applies critical thinking to complex problem solving using knowledge of security program interrelationships to coordinate the objectives and plans of two or more specialized programs. • Collaborates and consults with various leadership teams, key staff and other personnel providing recommendations and assistance as necessary performance-improvement 	<ul style="list-style-type: none"> • Represents Team leadership both internally and externally in all competency areas • Serves as principal advisor, technical subject matter expert to the Senior Leadership • Demonstrates expertise across all areas of Security Administration and Management and acts as an exemplar for the Leadership Core Proficiencies 	

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EXPERIENCE (cont.)		objectives •Continually helps managers and others develop their leadership proficiencies in order to manage change •Manage and mentor team members		
Responsibilities	<ul style="list-style-type: none"> •Administrative •Technical •Training 	<ul style="list-style-type: none"> •Administrative •Policy Development •Program Management •Supervisor •Technical •Training 	<ul style="list-style-type: none"> •Administrative •Policy Development •Program Management •Supervisor •Technical •Training 	<ul style="list-style-type: none"> •Agency Management •Policy Approval •Strategic Vision
Technical Competencies with Proficiency Level (PL)	<ul style="list-style-type: none"> •Communications—PL1-2 •Industrial Security— PL1-2 •Information Security— PL1-2 •Operations Security— PL1-2 •Personnel Security— PL1-2 •Physical Security— PL1-2 •Research & Technology Protection— PL1-2 •Security Education and 	<ul style="list-style-type: none"> •Communications—PL3-4 •Industrial Security— PL3-4 •Information Security—PL3-4 •Operations Security— PL3-4 •Personnel Security— PL3-4 •Physical Security— PL3-4 •Research & Technology Protection— PL3-4 •Security Education and 	<ul style="list-style-type: none"> •Communications—PL4-5 •Industrial Security— PL4-5 •Information Security— PL4-5 •Operations Security— PL4-5 •Personnel Security— PL4-5 •Physical Security—PL4-5 	ALL - PL5

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Technical Competencies with Proficiency Level (PL) (cont.)	Training— PL1-2	Training— PL3-4	<ul style="list-style-type: none"> •Research & Technology Protection—PL4-5 •Security Education and Training—PL4-5 •Security Program Management—PL4-5 	
Leadership Competencies	<ul style="list-style-type: none"> •Accountability •Decisiveness •DoD Mission and Culture •Influencing/Negotiating •Teambuilding 	<ul style="list-style-type: none"> •Conflict Mgt •Developing Others •DoD Corporate Perspective •Human Capital Mgt •Leveraging Diversity •National Security Foundation 	<ul style="list-style-type: none"> •Creativity and Innovation •Entrepreneurship •Financial Mgt •National Defense Integration •National Security Environment •Partnering •Technology Mgt 	<ul style="list-style-type: none"> •External Awareness •Global Perspective •National Security Strategy •Political Savvy •Strategic Thinking •Vision